



KENTUCKY EMPLOYEES' HEALTH PLAN  
501 HIGH STREET, 2ND FLOOR  
FRANKFORT, KENTUCKY 40601  
WWW.KEHP.KY.GOV

KEHP BL MEMO 18-19

TO: DEI Billing Liaisons  
FROM: Dept. of Employee Insurance (DEI)  
RE: Dental & Vision Billing  
DATE: November 5, 2018

The DEI will produce bills in January which include the new 2019 Dental and Vision Plans. The monthly post tax dental and vision premiums will be included on the 15<sup>th</sup> of the month bill, along with pre-tax FSAs, if your agency participates, and payment for the new dental and vision plans is due by the end of the month. As such, agencies who currently receive one bill only each month may now receive two bills. The end of the month bill will continue to include Health Insurance, FSA and Administrative Fees. Both the 15<sup>th</sup> of the month bill and end of month bill should be worked in the same manner currently followed. However, if you wish to hold payment for the Dental and Vision plans until the end of the month, you must still work the 15<sup>th</sup> of the month bill (do not reject) and simply wait to pay until the end of the month.

Proposed Amounts										
Total Premiums: 610.07 USD										
Total: 610.07 USD										
Proposed Broker Report Items										
Details Confirm Change Reject Create Item Add to Worklist Update Proposed Amount Export to Notepad										
View: [Standard View] Display As: Table Export										
Item ID	Social Security Number	Description	Product	Text	Proposed Amount	Bill Period	Reporting Broker	Cost Center	Note	
1			35	Dental Gold Single (EE)	25.26	01/01/2019	100	9200	Create	
2			36	Vision Bronze Single (EE)	5.52	01/01/2019	100	9200	Create	
3			33	Healthcare FSA	108.33	01/01/2019	100	9200	Create	
4			35	Dental Gold Family (EE)	90.86	01/01/2019	100	9200	Create	
5			33	Healthcare FSA	100.00	01/01/2019	100	9200	Create	
6			35	Dental Silver Single (EE)	19.04	01/01/2019	100	9200	Create	
7			33	Healthcare FSA	62.50	01/01/2019	100	9200	Create	
8			34	Dependent Care FSA	100.00	01/01/2019	100	9200	Create	
9			35	Dental Silver Family (EE)	60.76	01/01/2019	100	9200	Create	
10			36	Vision Silver Couple (EE)	12.80	01/01/2019	100	9200	Create	
11			33	Healthcare FSA	25.00	01/01/2019	100	9200	Create	

Board of Education note: The post-tax deduction amounts will be on the Open Enrollment (OE) file, for import into MUNIS.

It is very important that bills are worked and paid in a timely manner. The Dental and Vision Plans are fully insured products provided by Anthem and DEI must remit payment in full to Anthem by mid-month of the following month. Example: January premiums must be remitted to Anthem by mid-February.

Dental and Vision arrears and term for non-payment of premiums will follow the same 30/60 day policy as Health, Life and FSA. Both the member and agency will be notified by letter once the arrearage has reached 30 days. If no payment is received and the arrearage has reached 60 days, the member and agency will receive a term for non-payment of premiums letter. The termination will then be processed by the Enrollment Information Branch. This includes small balances that are owed. Starting with the 2019 plan year, PBB will no longer be processing small balance write-offs for any of our fully insured plans (Dental, Vision and Life Insurance).

Credits on our fully insured plans (Dental, Vision and Life Insurance) must be taken on the bill or refund requested within 60 days of the overpayment or the money will be absorbed by the vendor. If the credit is taken after the 60 day time frame and has already been absorbed by the vendor, the member/agency will be responsible for repayment. If repayment is not made, the term for non-payment policy will apply.

If you have any questions, please contact your Premium Billing Representative at 502-564-9097